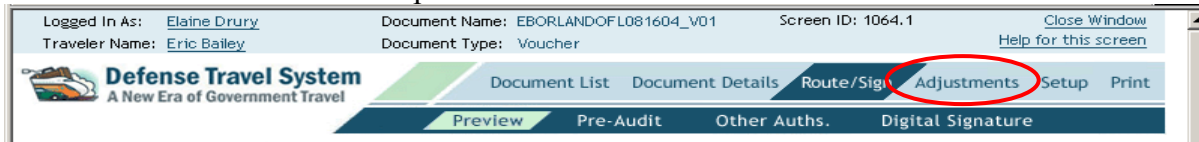
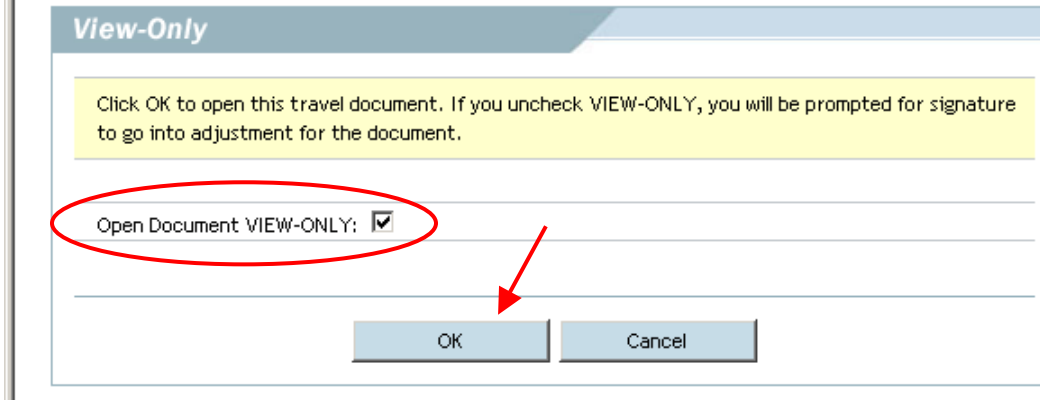


How RO/AO Views Scanned/Faxed Receipts in DTS

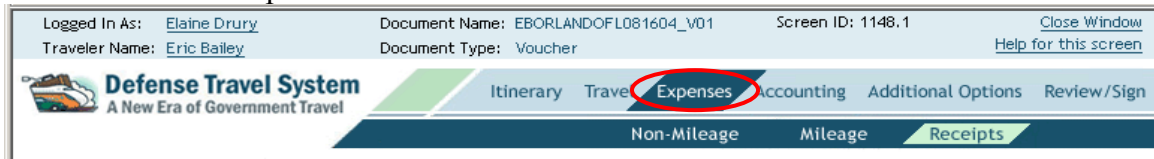
1. Routing Officials/Authorizing Officials (ROs/AOs) click on the “Adjustments” menu once the voucher has been opened.



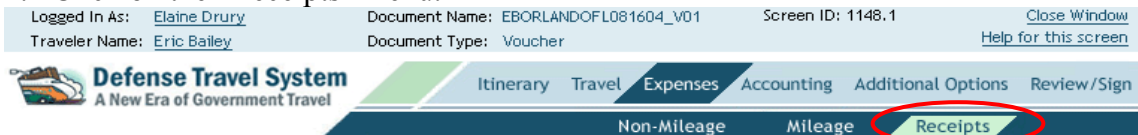
2. Select “Open Document VIEW-ONLY” and click “OK”.



3. Click on the “Expenses” menu.



4. Click on the “Receipts” menu.



5. Click “View” next to the receipt you want to view.

